



Circular No. (08) of 2023

Regarding

The "Return to School" Policy for the Academic Year 2023-2024

To the kind attention of all Ministries and Federal Entities,

Greetings,

The Federal Authority for Government Human Resources (FAHR) would like to extend its best regards to you, wishing you continuous progress and success.

Based on the "**Return to School**" policy approved by the esteemed UAE Cabinet, and further to the circulars issued by FAHR in this regard, FAHR is pleased to circulate the content of the above-mentioned Policy to all ministries and Federal entities and authorities; in its efforts to enable its employees to benefit from the flexibility contained therein, according to the following axes:

The First axis: First School Day (Primary or elementary level (Cycle 1) and beyond):

1. Employees shall be granted flexibility in attendance and leave on the first school day of the new academic year, to accompany their children to and from school or home.
2. The period of the said flexibility referred to in the preceding Clause (1) shall not exceed a total of three hours on the first school day.
3. The difference in the commencement of the first school day must be taken into account according to the curriculum specified for the school by the competent authorities.
4. Flexibility in attendance and leave shall be granted in accordance with the regulations in force in the entity/authority as well as the approval of the line manager.

The Second axis: Flexible working hours in the first week to take care of preschool (nursery) and kindergarten children:

1. Employees shall be granted flexibility in attendance and leave on the first week of the new academic year, to accompany their children to and from the nursery/kindergarten or home.
2. The period of the said flexibility referred to in the preceding Clause (1) shall not exceed a total of three hours on all days of the first week.
3. The difference in the commencement of the first school day must be taken into account according to the curriculum specified for the nursery or kindergarten by the competent authorities.
4. Flexibility in attendance and leave shall be granted in accordance with the regulations in force in the entity/authority as well as the approval of the line manager.

هيئة اتحادية | Federal Authority

ص.ب. 2350 BOX P.O. أبو ظبي، الإمارات العربية المتحدة. UNITED ARAB EMIRATES . هاتف 4036000 +971 2

ص.ب. 5002 BOX P.O. دبي، الإمارات العربية المتحدة. DUBAI . UNITED ARAB EMIRATES . هاتف 2319000 +971 4 مركز الاتصال الموحد 600525524

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The Third axis: Flexible working hours on other occasions and events related to the academic year:

The Federal entities and authorities in the UAE shall issue the necessary internal regulations; to enable its employees to support their children in the following aspects, in a manner that does not disrupt the work flow in the entity/authority and is not inconsistent with the Human Resources Law in the Federal Government:

1. An employee may be granted permission to leave for a period not exceeding three hours to attend parent- teacher meetings at his children's schools; to give full effect to the regulation of Parent Conferences.
2. An employee may be granted a permission to leave for a period not exceeding three hours to attend the graduation ceremonies and events and activities related to their children.

We would like also to reaffirm FAHR's keen interest in supporting the Federal entities and authorities, in any aspects related to the application of the aforementioned axes, via the communication channels shown below.

Best Regards,

The Federal Authority for Government
Human Resources (FAHR)



For more information, please contact the Federal Authority for Government Human Resources communication channels:

- Unified Call Center: 600525524

Customer Happiness System (CHS): <https://www.fahr.gov.ae/CRM/en>

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